

FINANCE DIRECTOR

Position Announcement

(Open)

BACKGROUND:

This position is responsible for the overall financial and investment operations of the Tribe. Management includes the oversight of the financial, accounting and bookkeeping for tribal programs, enterprises while maintaining the overall fiscal health of the tribal government. The incumbent will establish goals, objectives, policies, procedures and priorities related to activities of finance and budget. This position is accountable for the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the Tribe's reported financial results.

TITLE:	Finance Director
DEPARTMENT:	Finance
SUPERVISOR:	Tribal Administrator
OPENS:	August 6, 2015
CLOSES:	August 13, 2015
STATUS:	Full-time, Permanent/Benefits after 90 days
SALARY:	DOE

DUTIES & RESPONSIBILITIES:

Responsible for all aspects of financial management for the Tribe, which includes providing timely and accurate information, maintaining fiscal integrity of the Tribe's financial resources, comply with rules and regulations promulgated by the Tribe, Federal and State Agencies; provide all assistance needed for the annual audit; oversee preparation of audited financial statements by coordinating with auditors and overseeing the preparation of required schedules and reports for all financial statements; working with auditors in preparing and negotiating Indirect Cost Proposals and Rates; ensure that periodic bank reconciliations are complete by collecting and analyzing account information; responsible for the accurate and timely preparation and submission of all required reports; furnishes internal financial reports as requested by the Tribal Administrator and/or Tribal Council; supervises and directs the day to day accounting department functions and staff, including all appropriate personnel evaluations, staff requests and disciplinary actions; establishes goals, sets priorities, timelines and conducts resource planning for future needs; manages the production of the annual budget; provides financial analysis as needed; provides Program Directors with information required to monitor operations and budget plans in a timely manner and assists the Program Directors with budget preparation and modifications; monitors approved budgets to ensure that expenditures do not exceed allotted budgets and are compliant with grant expense guidelines; maintains a documented system of accounting policies and procedures; prepares and presents the financial state of the tribe to the tribal council on a monthly basis; participates in negotiations with funding agencies; develop and monitor financial policies and procedures and internal controls; works closely with the Tribal Administrator, provides advice on grants and contracts; maintains insurance and titles for tribal vehicles; maintains professional and technical knowledge through continued education; and performs special projects as deemed necessary for the continued improvement in efficiency and effectiveness of the department.

Risk management includes the practice of maintaining appropriate insurance coverage; ensures that the tribe complies with all legal and regulatory financial requirements; and ensures that record keeping meets the requirements of auditors and government agencies. The incumbent is responsible for immediately notifying the tribal council of issues of impropriety that arise.

Other duties as assigned.

MINIMUM REQUIREMENTS:

Must have a Bachelor's degree in accounting or business administration, OR equivalent experience; 10+ years of progressively responsible experience for a major company or division of a large corporation; Certified Public Accountant; must be willing to travel; knowledge and understanding of Public Law 93-638: Indian Self-Determination Act; experience working with Native Americans or Native American organizations is preferred; must have a valid Driver's License and be insurable; must pass a fingerprint and criminal background check.

NECESSARY KNOWLEDGE AND ABILITIES:

Must have ability to speak and write clearly, concisely and effectively; must be able to maintain a certified accounting system; must maintain a high level of confidentiality; have ability to multi-task and establish priorities; must be able to work independently; ability to work well under pressure.

TOOLS & TECHNOLOGY:

Basic office machines (computer, fax, scanner, printer, etc); ten key; computer proficiency in Microsoft Word, Excel, PowerPoint and Access programs; Great Plains Software knowledge preferred.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

DRIVER'S LICENSE AND DRIVING RECORD POLICY:

All employees, except convenience store clerks, must present and maintain a valid driver's license and a driving record acceptable to our insurer. When an applicant applies for employment, a current driving record must be submitted with the application or they will not be allowed to interview.

Employment applications are available online– www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director, LaTosha Mayo at (928) 643-7245.

Only completed applications will be accepted. All applications must have a copy of requested education requirements; Driver's License, 36 month Driving Record and a completed fingerprint card submitted (can be picked up at HR office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE
INDIAN PREFERENCE ACT

